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Approved For Release 2003/03/10 : CIA-RDP80-00773A000100040014-3

1 NOV 1979

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 31 October 1979 []

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1. Meeting with Congressional Staff: At the call of the House Permanent Select Committee for Intelligence Staff (HPSCI), the Director of Personnel and Deputy Director of Personnel, accompanied by representatives from the Office of General Counsel and the Office of Legislative Counsel, attended an informal session designed to provide the HPSCI Staff with information concerning our Senior Intelligence Service (SIS) program system. Also in attendance were representatives from the Defense Intelligence Agency (DIA) and the National Security Agency (NSA), who are seeking legislation to establish similar senior executive programs in their agencies. The Director of Personnel outlined the major provisions of our SIS program and how it follows the spirit and guidelines of the Senior Executive Service (SES). The HPSCI Staff, headed by Mr. Michael O'Neill, appeared to be satisfied with our presentation. []

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2. SIS Tally: As of noon 31 October [] supergrades had responded. Of this group, [] with only one person declining. []

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3. Recruiting for EDP Specialists: The most recent issue of Recruiting Trends, a newsletter for recruiters, reports the following:

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"Demand will continue to escalate for both skilled and entry-level EDP specialists, the talent supply will continue scarce at all levels," says Sanford Fox, President of Fox-Morris Personnel Consultants, Inc. Universities have not been graduating enough BS computer science majors to fill the pipeline according to Mr. Fox. In 1979, some 8,000 BS

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graduates came into the work force; the output is expected to rise to about 9,500 during the 1980's, but this is still below anticipated demand which is being fueled by the creation of more EDP products for an ever-widening circle of users. The survey by Fox's firm shows a 41% higher demand this year for programmers, a 35.1% greater demand for software and systems programmers and a 29% greater need for systems analysts in 1979 compared to 1978." (U/AIUO)

4. Notices: The following were forwarded to the Regulations Control Branch for coordination:

- 25X1 ° [] Position Classification Appeals
 ° [Procedure]
- ° [] Merit Pay for Managers and Supervisors
- ° [] Weather Emergencies
- ° [] Marriage of Employees
- ° [] Honor, Merit and Service Awards [] 25X1

5. Trend Charts: Our Personnel Management Evaluation Staff commenced development of five-year trend charts for various APP statistics. [] 25X1

25X1 6. Bruce Clark Addresses Agency Reservists: Mr. Bruce C. Clark, Jr., Deputy Director for National Foreign Assessment, addressed the Joint Military Reserve Training Command (JMRTC) on Monday 29 October 1979. He discussed the current role of the National Foreign Assessment Center (NFAC) and compared the differences and similarities between NFAC roles in the 1970's and 1980's. The meeting was open to all Agency employees, and a number of non-Reservists, both men and women, were in attendance. []

7. Orientation Course: Representatives of the Position Management and Control Division conducted a full-time orientation course from 29 October through 31 October 1979 for component personnel officers. There were 27 attendees ranging in grade from GS-07 through GS-15. [] 25X1

25X1A 8. Classification Workshop: [] attended the Second Annual Classification Chief's Three-Day Workshop at Deep Creek Lake, Maryland. There were about 80 attendees representing a wide variety of Federal agencies and the Office of Personnel Management. In drawing comparisons with other agencies, [] said it appeared that CIA has a progressive and viable classification program. [] 25X1

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9. Combined Federal Campaign: As of close of business on 30 October 1979, the Combined Federal Campaign pledges total \$114,391.19, which is 38.1% of our goal. The Educational Aid Fund has received pledges of \$12,545.00 and \$2,284.25 has been pledged for Public Service Aid Society; 39.5% of the pledge cards have been returned. [redacted]

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10. Open Season: The Insurance Branch is pleased to advise that preparations for the Federal Employees Health Benefits Open Season (12 November - 7 December 1979) are moving quickly and smoothly ahead. On 22 October 1979, [redacted] (dated 15 October 1979) was published and pouched to all Stations and Bases. In addition, the Chief, Insurance Branch, has discussed with [redacted] Office of the Special Support Assistant to the Deputy Director for Administration, the possibility of sending an all Stations/Bases message to Support Officers drawing their attention to this notice and requesting they take appropriate actions to ensure all eligible employees are aware of the Open Season and time restraints for effecting action. The Headquarters counterpart notice has been printed and will be distributed later this week. [redacted]

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11. Pecan Sale: The Employee Activity Association has been advised by its pecan supplier that our order of 2,000 pounds of pecans will be shipped to arrive during the second week in November. Despite inflation, the price of pecans will be the same as last year - \$3.15 per pound including sales tax. [redacted]

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12. [redacted] The Weekly Civilian Annuitant Report is attached.

COMING EVENTS

1) The Office of Security will conduct a physical security survey of the [redacted] Recruitment Office on 29 and 30 November 1979. [redacted]

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2) [redacted] Deputy to the DCI for Resource Management, is scheduled to address the Joint Military Reserve Training Command on Monday, 5 November 1979. He will discuss the problem of allocation of scarce resources in the intelligence environment, and the competition for available resources within and outside the Intelligence Community. This meeting will be open to all Agency employees. [redacted]

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[redacted]

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Harry E. Fitzwater

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EA/OD/Pers/ [redacted] kav
25 Oct 79

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANTS
(24 - 30 October 1979)

1. The following rehired civilian annuitant cases were approved for extension:

DDA

STAT



- Independent Contractor,
Office of Security, one-
year extension effective
29 October 1979 (U)
- Independent Contractor,
Office of Security, one-
year extension effective
25 October 1979 (U)

2. The following rehired civilian annuitant case was terminated:

DDA

STAT



- Independent Contractor,
O-DDA, terminated
31 October 1979